



GUIDELINE ON MUNICIPAL REFORESTATION GRANTS

A. OBJECTIVE

The Municipality of Mississippi Mills recognizes the valuable contributions made by forestry-dependent commercial businesses to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing modest assistance to such organizations through this Municipal Reforestation Grant Program.

B. PURPOSE

The Municipal Reforestation Grant Program has been established to provide guidelines to qualified organizations within Mississippi Mills who are seeking modest financial assistance with the reforestation efforts within the physical boundaries of Mississippi Mills.

C. CRITERIA

1. ELIGIBILITY TO APPLY FOR A MUNICIPAL GRANT

Applications for municipal reforestation grants will be reviewed using the following eligibility criteria:

- a. Applicants must be a forestry-dependent commercial business.
- b. Applications must be for a reforestation project within the physical boundaries of Mississippi Mills.
- c. Projects may be applied for retroactively; however, projects cannot have started before June 1, 2022 and must be completed no later than December 31, 2023.
- d. Applicants must demonstrate that they are a commercial business that is dependent on forestry to operate.
- e. Reforestation efforts must be on a sufficient scale to demonstrate it is for commercial purposes.
- f. Applicants must not have received other fundings for the portion of works being funded by this grant.
- g. Reforestation grants must be for long term reforestation projects of 15 years or greater.

2. GRANTS / CONDITIONAL GRANTS

Organizations that receive any funding are required to acknowledge the support of the municipality through the use of the municipal web site and tag line on any promotion material for the event, service, activity, etc.

The use of the municipal logo, web site and tag line must be in accordance with the Municipal Sponsorship Guidelines.

3. WHAT/WHO IS NOT ELIGIBLE FOR MUNICIPAL GRANTS OR SPONSORSHIPS

Council will **not** consider the following grant requests:

- a. Projects occurring outside of the Municipal Limits of Mississippi Mills
- b. Travel expenses for members of an organization
- c. Uniforms
- d. Small Scale non-commercial tree planting
- e. Commercial tree farms for short-term reforestation (ie. Less than 15 years will not be considered)

4. FUNDING LIMITS

A Maximum of \$26,170.70 is available in grant funding. Applicants are to identify the value of their project being applied for and must be able to demonstrate that value. The funds shall be apportioned equally among all qualified applicants, up to the maximum amount of their demonstrated project value, (ie. If a project has a total demonstrable value of \$1,000.00 they do not qualify for funding beyond the project value of \$1,000.00). As there is a total of \$26,170.70 in funding to be divided equally among qualified applicants, grant funding may not cover the full amount of the requested funding. In other words, if a project has a demonstrable value of \$1000.00 and there are 40 qualified applicants, each applicant would be entitled to \$654.27 based on a total available funding limit of \$26,170.70 ($\$26,170.70 \div 40 = \654.27).

5. APPLICATION PROCESS

It is the responsibility of applicants to submit a complete application with clear and sufficient information. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested and incomplete or unclear applications may be declined.

- a. Prior to considering any request for a grant or sponsorship, the following is required:

- *a completed Municipal Grant Application Form detailing the proposed commitment from the Municipality.*
 - *the application must be accompanied by proof that the applicant is a forestry dependent commercial business.*
 - *a detailed budget for the project.*
 - *information pertaining to the evaluation criteria and expected outcomes.*
- b. The Municipality reserves the right to request supplementary information in support of the application.
 - c. Requests for Municipal Grant funding shall be received by the Municipality no later than July 14th, 2023.
 - d. A paper copy of the application and supporting documents may be submitted to:

Municipality of Mississippi Mills

3131 Old Perth Road

Almonte, Ontario

K0A 1A0

Attention: Director of Public Works

or Via email to csmith@mississippimills.ca

- e. If the above information is not submitted by the July 14th deadline, applications will be returned and not considered.

6. CONSIDERATION

- a. Applications for grant or sponsorship funding will be considered during the application review process, and final notice shall be provided to the applicants no later than July 31, 2023.
- b. Actual funding amounts allocated for municipal grants or sponsorships will be based upon available funding.
- c. There shall be no duplication of funding to any organization in any fiscal year.
- d. Any municipal grant or sponsorship funding that has not been spent in the year that it is received shall be returned to the municipality.
- e. A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant until the financial surplus or reserve is depleted.

D. REPORTING

Within three (3) months of the completion of the event, project or service or at the end of the calendar year, all organizations receiving funding from the Municipality shall provide,

a written report in the form attached hereto as Schedule 'A'. If it is determined that funds were reallocated to another project/event other than what was submitted with the municipal grant application, the Municipality may at its discretion, disqualify an organization from any future funding under this program.

Note: Any organizations that do not submit a report will not be considered for funding in the future.

MUNICIPALITY OF MISSISSIPPI MILLS MUNICIPAL REFORESTATION GRANT APPLICATION FORM

NAME OF ORGANIZATION				
ADDRESS				
PHONE #	()	FAX #	()	
CONTACT PERSON AND TITLE		PHONE#	()	
EMAIL ADDRESS		CELL#	()	
			YES	NO
INCORPORATION NO.		JURISDICTION OF INCORPORATION		
YEARS IN EXISTENCE		DATE OF LAST ANNUAL MEETING		
NUMBER OF EMPLOYEES		DOCUMENTS DEMONSTRATING A FORESTRY DEPENDENT COMMERCIAL BUSINESS ATTACHED Y/N?		
LOCATION OF PROJECT				

ORGANIZATION INFORMATION:

WHAT ARE THE ORGANIZATION'S OBJECTIVES?

DESCRIBE THE REFORESTATION PROJECT THE ORGANIZATION PROVIDES:

GRANT REQUEST:

AMOUNT OF REQUEST \$ _____ excluding HST

DESCRIBE HOW THE GRANTED FUNDS WILL BE USED?

DESCRIBE THE SHORT TERM GOALS AND OUTCOMES:

DESCRIBE THE LONG TERM GOALS AND OUTCOMES:

GRANT OUTCOMES:

HOW MANY PEOPLE WILL DIRECTLY BENEFIT FROM THIS GRANT REQUEST: _____

AGE CATEGORIES THAT WILL BENEFIT FROM THIS REQUEST:

- CHILDREN (1-12 YEARS): _____
- YOUTH (13-17 YEARS): _____
- ADULTS (18-64 YEARS): _____
- SENIORS (65+ YEARS): _____

DESCRIBE HOW THE ORGANIZATION WILL EVALUATE THE BENEFITS OF THIS PROJECT/PROGRAM/EVENT TO THE ORGANIZATION AND THE COMMUNITY AND WHAT THE SPECIFIC PERFORMANCE MEASURES WILL BE:

OTHER ADDITIONAL INFORMATION PERTINENT TO YOUR APPLICATION

SIGNATURE OF PERSON SIGNING APPLICATION

DATE

PLEASE BE SURE TO INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION IN ORDER TO HAVE YOUR GRANT APPLICATION CONSIDERED:

- a. A budget for the this program
- c. Attach information pertaining to evaluation criteria

APPLICATION DEADLINE: July 14, 2023



Municipality of Mississippi Mills
 3131 Old Perth Road
 PO Box 400, RR 2
 Almonte ON K0A 1A0
 613.256.2064
 www.mississippimills.ca

MUNICIPAL GRANT REPORT FORM

This form must be completed within three (3) months of the completion of the event/service OR at the end of the calendar year. Any organization that does not complete and return this form will not be considered for funding in subsequent years.

NAME OF ORGANIZATION		TELEPHONE #
STREET ADDRESS		FAX#
CITY	POSTAL CODE	WEBSITE

Briefly describe the project/program/event for which the organization is reporting on:

Describe how anticipated goals and objectives were met including performance measurements:

Provide a quotation about how this program benefited your organization that can be used in publication materials about the outcome of this program.

Date of program/event Completion

Location of project/program/event

Describe how the greater community benefitted include both the short and long term positive outcomes to the Municipality:

Was the project/program/event a success? How is this success measured? If not a success, describe why not

Provide any other relevant information

DECLARATION

We, the undersigned, declare that we have been authorized to file this report and that to the best of our knowledge, all answers provided in the report, as well as all the information contained in the document and materials attached to it, are true and complete.

	Signature	
	Print Name	
	Title	
	Date	
	Phone #	
	Email	

PLEASE ATTACH COPIES OF ANY MARKETING / ADVERTISING / PROMOTIONAL MATERIALS ACKNOWLEDGING THE SUPPORT OF THE MUNICIPALITY FOR THE EVENT, SERVICE, ACTIVITY FOR WHICH FUNDING WAS RECEIVED FROM THE MUNICIPALITY